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## **Library Trustees Minutes 06-12-2007**

Robbins Library Board of Trustees  
June 12, 2007

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochja and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the May 10<sup>th</sup> meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

### Communications

1. Ms. Loud received a donation from a former trustee of the Belmont Library of a set of four plates depicting the Menotomy hunter. The donor would like these to be displayed. Mr. Murphy moved that the library accept the donation, with the intention of keeping two plates for display at the library and giving the other two to the Dallin Art Museum; seconded by Ms. Fennelly. The Board directed Ms. Loud to explore cost estimates for the safe display of the plates. 2. The Board received a letter from Oakes Plimpton asking trustees to endorse his oral history book as the 2008 Community Read title. Ms. Fennelly will write a letter of response.

### Director's Report

The trustees reviewed the written report of the director. Questions were asked about PC time management systems, building leaks and a proposed Scholastic book fair.

### Author Programs

Dan Shaughnessy spoke at the library last evening and the program was well received. The program was a joint venture of the Robbins Library and Haley Booksellers. The speaker was very engaging and many books were purchased and autographed. Claire Cook will be the featured speaker at the trustee author program on Sunday, November 4<sup>th</sup>. The third annual Arlington Author Panel will take place on Tuesday, June 19<sup>th</sup>. Speakers will be Michelle Bates Deakin, Patricia Kepler and Gary Goshgarian (Braver).

### Memorial Lecture Series

Ms. Radochia updated the Board on the status of this project, which will honor the life and contributions of Margaret Spengler. The Spengler family will provide financial support for the lecture series and hopes that it will become an annual event. Arrangements are still underway for an inaugural speaker.

#### Fundraising Plan

Ms. Ruderman distributed a copy of the fundraising plan that was last reviewed/updated in October 2005. She provided written comments on the status of the action items. Ms. Deal suggested re-ordering the list to delineate: 1. Accomplishments 2. Further objectives. The latter could be rolled into the general Trustee Goals and Objectives. Ms. Ruderman made two suggestions: 1. Expand the fundraising solicitation database 2. Reconstitute the development sub-committee and enlarge the group with the inclusion of some non-trustee members.

#### Space Planning

The space reorganization will take place in August along with the installation of new carpet. The lighting consultant, who will visit next week, will not be able to provide full specifications for vendors, but will give recommendations for lighting options. The move of the new book collection to the Reading Room could be delayed while the lighting plan is worked out. Ms. Ruderman asked about plans to notify patrons of any disruptions caused by the reorganization project. Moisture-proofing of the basement will also take place this summer.

#### Security Camera Update

Two proposals have been received. Each company has been asked to defend its proposal against that of the competitor. Ms. Fennelly made a motion; seconded by Mr. Murphy, to authorize Ms. Loud to sign an agreement with the successful company, for an amount not to exceed \$20,000. Passed unanimously. Ms. Muldoon will recommend the appropriate funding source for this installation.

#### Friends of the Library Update

The Friends' treasury is stable, but there were many staff requests for funding for the upcoming fiscal year. A schedule of spending will be drawn up. The Friends agreed to work cooperatively with the library staff on the Community Read project. They also agreed to provide assistance for a Scholastic Book Fair to be held at the Fox Branch Library this summer. The first mock-ups of the web site revision have been received. This work is being funded by the Friends. Preparations will begin in August for the Town Day book sale. Other tentatively planned activities are a storyteller for adults in October and a repeat of the Antiques Appraisal program by Skinner for November. The Friends' liaisons discussed with the Board of Trustees the hope for a joint library calendar (staff/Friends/Trustees). Increasing membership will be a Friends' goal this year. Friends will begin notifying members via email of upcoming programs and events.

#### Community Read

Ms. Loud had worthwhile meetings today with representatives from the Arlington Friends of the Drama and Elise Frangos from the high school English department regarding activities for the Community Read project. Many activities were suggested related to the selected title "To Kill a Mockingbird". The Arlington Friends of the Drama will do a benefit performance of the play.

#### Policy on Decertified Libraries

Ms. Ruderman suggested making a blanket policy on service to residents of towns with decertified libraries. Currently, these decisions are on a case-by-case basis. Ms. Fennelly made a motion; seconded by Ms. Deal, to adopt the Millis policy on service to residents with decertified libraries, adding a sentence allowing the Board to make exceptions.

Approved unanimously.

Request of Artist to Exhibit

Ms. Loud brought a request from an artist to exhibit a bronze framed painting of scenes in Arlington. It is valuable and there are security concerns. The artwork has been exhibited at the Arlington Center for the Arts and the artist believes that a library exhibit would provide additional exposure for the piece that she hopes to sell. The consensus of the Board was that this does not constitute an exception, but fits with the existing display policy.

Preliminary Discussion of FY08 Administrative and Trustee Goals

The administrative goals are as stated in the FY08 Library Budget Narrative. The trustee goals will be reviewed over the summer for future discussion.

Preliminary Russell Fund Allocations

Marianne Uttam and Liza Halley submitted a preliminary Russell Fund budget. Ms. Deal made a motion; seconded by Ms. Radochia, to approve amounts of \$900 for Kindergarten Kits and \$2,693 for July and August workshops. Approved unanimously.

Election of Officers

Ms. Radochia made a motion; seconded by Mr. Murphy, to nominate the following slate of officers for FY08: Chair – Katharine Fennelly, Vice-Chair – Patricia Deal, Trust Fund Liaison – Barbara Muldoon and Russell Fund Liaison – David Castiglioni.

Other

Print Fund Coordinator Nancy Gentile submitted a request for an additional fourteen hours of time, in the amount of \$400 for detailed projects. Ms. Fennelly made a motion; seconded by Mr. Murphy, to allocate this sum from the Robbins Art Fund. Approved unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Ms. Radochia. The next meeting will be held on Tuesday, August 21<sup>st</sup> at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

